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March 11, 1947

MEMORANDUM TO: Advisor for Management, ICAPS
SUBJECT: Revision of Tentative T/O for ORE
REFERENCE: Proposed NIA Directive on the Coordination of Intelligence Production

1. The program envisaged by the reference above places an increased responsibility on this office. Specifically, it requires the following:

- a. Preparation of an outline of all basic intelligence required by the Government in collaboration with the appropriate agencies.
- b. Coordination of the production and maintenance of intelligence reference manuals.
- c. Editing the intelligence reference manuals.
- d. Initiating such requests on the agencies as are necessary for the proposed development and maintenance of the agreed program.

2. In addition to the specific responsibilities named above, it is apparent that this office will have to assume responsibility for coordinating the entire program relating to the production, maintenance, editing, publication and dissemination of the intelligence reference manuals.

3. The present tentative T/O for ORE does not make provision for the above task. In addition, it would appear that this project is of such importance as to require a special organization for its implementation. For the present it is believed this could be done by setting up a new division in the Intelligence Staff.

4. It is recommended, therefore, that a "Basic Intelligence Division" be added to the Intelligence Staff. The initial T/O for this division should provide for a Chief in the grade of P-8, a Deputy Chief in the grade of P-7, and 3 Editorial Assistants in grades P-4 to P-6 inclusive. In addition, an Administrative Assistant and Secretary to the Chief in the grade of CAF-7, one CAF-5 Clerk-Stenographer, two CAF-4 Clerk-Typists, and one CAF-4 proof-reader are required.

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